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MEMORANDUM FOR: Director of Training

APR 16 1954

THRU : Acting Deputy Director (Administration)

SUBJECT : Projected Training Requirements for Fiscal Years 1955 and 1956

REFERENCE : (1) CIA Regulation []

(2) Memorandum from Director of Training, dated 11 March 1954

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In accordance with references above, the following schedule indicates outside training requirements for Logistics Office for subject fiscal years.

Type of Training	Training Objective	Number to be Trained	
		FY 1955	FY 1956
1. Basic Area Survey	To improve area knowledge of personnel on projected overseas Logistics assignments.		
Part Time			
Far East		7	7
Europe		1	1
WE & British Isles		6	6
2. Language			
None			
3. Training at Dept. of Defense Schools and Colleges.	To prepare top-level Logistics personnel for important staff and planning assignments		
Industrial College of the Armed Forces		1	1
Army War College	To prepare key Logistics personnel for liaison responsibilities with the Armed Forces involving logistics planning and functioning	0	1
4. Other Training			
a. Management	To provide training for administrative officers in concepts and principles of organization, administrative control and development of procedures. Univ. of Md.		
		1	1

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No Change in Class. ☐

☐ Declassified

Class. Changed To: TS S C

Auth.: HR 70-2 []

Date: _____ By: _____

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<u>Type of Training</u>	<u>Training Objective</u>	<u>Number to be trained</u>	
		<u>FY 1955</u>	<u>FY 1956</u>
4. Other Training (cont.)	To learn and review basic		
b. Contract Cost Analysis	principles in cost analyses. Three to four weeks full time at Navy Department.	4	4
c. Contract Termination	To learn field aspects of contract termination. Two weeks full time at Army Ordnance Corps, University of Toledo, Ohio.	1	1
d. Administration of Patents & Royalties	To learn basic principles of administering patent and royalty problems in connection with government contracts. Usually a 2-hour course at a Washington university.	1	1
e. Foreign Transportation Institute	To provide basic knowledge of foreign transportation problems and systems.	4	4
f. Military Logistics (Univ. of Md. at Pentagon).	To provide basic knowledge of Defense Department logistics organization, policies and procedures. Univ. of Maryland.	8	4
g. Real Estate Appraisal	To provide specialized knowledge in the principles of real property appraisal. American University.	2	2
h. Color Lithography	To provide specialized training for personnel engaged in the graphic arts.	2	2
i. Color Photography	To provide specialized training for personnel engaged in the graphic arts.	1	1
j. Offset Pressman	To provide specialized training for personnel engaged in the graphic arts.	1	1
k. Linotype Maintenance and Operation	To provide specialized training for personnel engaged in the graphic arts.	1	1

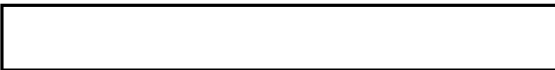
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<u>Type of Training</u>	<u>Training Objective</u>	<u>Number to be Trained</u>	
		<u>FY 1955</u>	<u>FY 1956</u>
4. Other Training (cont.)			
1. Photoengraving	To provide specialized training for personnel engaged in the graphic arts.	1	1
n. Advanced Management Program. Harvard Univ.	To train high-level administrative personnel for positions of increased responsibilities in the management field.	1	1


JAMES A. GARRISON
Chief of Logistics

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LO/AS/LBinal (12 April 1954)

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